

 THE CITY OF COLUMBUS DIVISION OF FIRE	Info	
	Daycare Inspection Checklist	
	Fire Prevention Bureau 3639 Parsons Ave Columbus, Ohio 43207 (614)645-7641 Ext. 7-5607 www.columbus.gov	Issued: 4/20/2020 Revised: 3/31/2022
	Permit Not Required	

Daycare Inspectors – Inspection Checklist

Daycare Inspection Items	Comments	Yes	No
Certificate of Occupancy / Daycare License	Look for number of children allowed in each room, sprinkler/alarm system requirements, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Report / Sprinkler System Report	Copy of the fire alarm inspection report within the past year. All pull stations and associated alarm system components should be inspected by a qualified contractor.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher Report	Copy of the fire extinguisher inspection report. All extinguishers should be properly tagged and secured to walls. Ensure the occupant is performing the monthly inspection and keeping a log.	<input type="checkbox"/>	<input type="checkbox"/>
Hood Range Report	Copy of the hood system inspection report (if applicable). Any appliance with a stove top for frying is required to have a range hood exhaust system. If no range hood present, only enclosed ovens or microwaves can be used.	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Outlets	Presence of safety plugs in all outlets or the presence of new outlets with built-in safety devices. Ensure all cover plates are intact on outlets and light switches.	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling Tiles/Walls	All ceiling tiles to be intact. Large openings in ceilings or walls are not permitted due to smoke/fire spread concerns.	<input type="checkbox"/>	<input type="checkbox"/>
Exit Lights/Egress Lights	Presence of exit lights and egress lights. Egress lighting and exit lights must be tested monthly for 30 seconds and annually for 90 minutes and a log kept.	<input type="checkbox"/>	<input type="checkbox"/>
Extension Cords	Extension cords that are used permanently are not permitted. All electrical devices should be plugged directly into an outlet, or an approved UL listed power strip. Power strips cannot be plugged into a second power strip. Re-route wiring as necessary to avoid this situation.	<input type="checkbox"/>	<input type="checkbox"/>
Space Heaters	Space heaters are not permitted unless they receive specific permission from the daycare inspector. This approval must be in writing and will indicate that heaters cannot be located in any area that contains children and cannot be turned on unsupervised. In general, space heaters are not permitted.	<input type="checkbox"/>	<input type="checkbox"/>

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Exit Doors in Infant Room	Exit doors to the outside are required in infant rooms unless the room is sprinkled. Check for presence of either sprinklers or an exit door in these rooms. The door should not be blocked and should have adequate egress to a safe meeting point outside the building.	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation Cribs	All infant rooms should contain cribs specifically labeled as evacuation cribs. These cribs will have larger wheels and be of sturdy construction (I/E metal frame) to allow for escape during emergencies. 4 infants to 1 evacuation crib is the required ratio.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Drill Records	Presence of monthly fire drill records. These drills should include date, time, method of alarm used, # of children, # of employees, etc. Advise them to use a different pull station each month.	<input type="checkbox"/>	<input type="checkbox"/>
ODFJS/Permit	The inspection will be scheduled for the same month as previous years requested inspection. When the occupancy passes their inspection, an invoice will be mailed and once the invoice is paid, a permit will be issued.	<input type="checkbox"/>	<input type="checkbox"/>
Furniture & Fixtures	All structures should be ready for Immediate occupancy , set up with furniture in place and ready for designated use.	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide Detection	Group I-1, I-2, I-4 R and E occupancies shall be equipped with carbon monoxide alarms (OFC 1103.9) CO detectors must be tested monthly and a log kept.	<input type="checkbox"/>	<input type="checkbox"/>
Artwork/Postings Space Coverage	Hallways - No more than 20% Classroom Walls - No more than 50% Doors- 5%, Nothing on the door glass NFPA 4.1.4.3	<input type="checkbox"/>	<input type="checkbox"/>
Paperwork	All applicable paperwork shall be available and on hand prior to the start of the inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Hardware	Door handles shall not require tight grasping, pinching or twisting of wrist to operate. (OFC 1010.1.9.1)	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance Criteria and Report	Curtains, draperies and window dressings shall be flame resistance. (OFC 807.4) Documentation must be presented.	<input type="checkbox"/>	<input type="checkbox"/>

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Emergency Evacuation Plan	Each room must have an emergency evacuation map posted near the exit. Each map must have two (2) evacuation routes color coded as primary and secondary.	<input type="checkbox"/>	<input type="checkbox"/>
School Safety/Emergency Operations Plan	Educational use groups must have a comprehensive school safety plan that addresses their response not only to severe weather and natural disasters, chemical accidents and medical emergencies, but also to school violence and various types of terrorist threats.	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling Artwork	The hanging and displaying of salable goods and other decorative materials from acoustical ceiling systems that are part of a fire-resistance horizontal assembly, shall be prohibited. (OFC 703.3)	<input type="checkbox"/>	<input type="checkbox"/>
General Storage	Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical rooms.	<input type="checkbox"/>	<input type="checkbox"/>
Bolt Locks	Manually operated flush bolts or surface bolts are not permitted. (OFC 1010.1.9.4)	<input type="checkbox"/>	<input type="checkbox"/>
Working Space and Clearance	Working space of no less than 30 inches in width, 36 inches in front and 78 inches in height shall be provided in front of electrical service equipment. (OFC 605.3)	<input type="checkbox"/>	<input type="checkbox"/>

If a Daycare Center is inside of or attached to a church, the responsible party from the Daycare Center is to arrange for the responsible party of the church to be there at the same time as the daycare inspection. An inspector will conduct the church and daycare inspection at the same time. *You will not be able to have one inspection without the other.*